

Course : Recruiters: perfect your interview techniques

set the scene, create the link and let people talk
Practical course - 2d - 14h00 - Ref. PFE
Price : 1590 CHF E.T.

★★★★☆ 4,9 / 5

This course will enable you to conduct a structured recruitment interview while avoiding the relational pitfalls inherent in this type of exchange. In particular, it will show you how to listen, follow up, ask questions and discuss the position to be filled, in order to conduct a successful interview.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Conduct a structured face-to-face or remote recruitment interview
- ✓ Creating links to encourage exchanges
- ✓ Get people talking, asking questions and listening
- ✓ Discuss the position to be filled
- ✓ Finalizing a recruitment interview

Intended audience

Recruitment managers and anyone who has to conduct recruitment interviews.

Prerequisites

Level equivalent to the training course "Réussir ses recrutements" (REF).

Practical details

Role-playing

Group analysis of real-life situations. Every step of the course is put into practice.

Teaching methods

Perfecting recruitment interview skills through group analysis of real-life situations.

Course schedule

PARTICIPANTS

Recruitment managers and anyone who has to conduct recruitment interviews.

PREREQUISITES

Level equivalent to the training course "Réussir ses recrutements" (REF).

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Identify the challenges and objectives of your interviews

- Understand exchange processes.
- Identify key points to be validated.
- Identify your customer's expectations.

Group discussion

Feedback from trainees; decoding difficulties encountered.

2 Deciphering candidates' interview behaviors

- Identify the candidate's individual positioning and adapt your approach.
- Create links to encourage face-to-face and remote exchanges.
- Create a climate of trust and free flow of information.

Hands-on work

Identification of personality resources through observation and a positioning tool.

3 Starting the interview. Setting the scene and establishing a relationship

- Start your presentation with a neutral tone.
- Set out expectations without "tainting" your speech.
- State the objective of the interview to create a partnership.
- Learn to invest emotionally according to the objective.
- Observe the interlocutor's reactions.

Role-playing

Start a recruitment interview.

4 Get the other person talking. Follow up and ask questions

- Show interest and attention.
- Identify points to be clarified.
- Learn how to get the other person to express themselves.
- Adopt the right attitudes in interpersonal exchanges.

Role-playing

Encourage the other person to speak.

5 Exchange on the job. Building inclusion

- Tackle gaps between job expectations and interviewer profile.
- Build an integration and matching program.
- Arguing your position.
- Involve and motivate your contacts.

Role-playing

Leading a recruitment exchange.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Conclude your interview. Valuing integration

- Formalize exchanges and validate understanding.
- Clarify your contact's position.
- Outline the next steps and their timetable.
- Conclude by praising the other person.

Role-playing

Finalize a recruitment interview.

Dates and locations

REMOTE CLASS

2026 : 18 June, 1 Oct., 26 Nov.